

**JOB POSTING**  
**CITY OF WARSAW –POLICE DEPARTMENT**

*An Equal Opportunity Employer*

<b>POSITION:</b>	<b>PATROL OFFICER</b>
<b>WORK SCHEDULE:</b>	AS ASSIGNED
<b>JOB CATEGORY:</b>	POLE (Protective Occupations, Law Enforcement)

**Position Posted: 12/14/2015**  
**Posting Closing: 01/15/2016**

**Status: FULL-TIME**  
**FLSA Status: NON-EXEMPT**

**Base Wage: \$1,774.80 bi-wkly**  
**(Lateral Transfer May Qualify For Longevity Benefits)**

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Warsaw provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.**

**ESSENTIAL FUNCTIONS:**

Regularly conducts proactive and reactive patrol of city streets and other designated areas, maintaining high visibility, and ensuring security of residences and businesses. Investigates and records suspicious or unlawful activities, and takes appropriate action to enforce applicable laws. Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity, including assessing and bringing situations under control, taking statements from victims and witnesses, providing assistance. Pursues, apprehends, searches and arrests suspects using only necessary physical force, transporting to detention area, and advising them of rights as needed. Prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons. Intervenes, mediates and assists in resolving citizen disputes. Stops drivers for traffic violations, verifying licenses and registration data, conducting breath tests as necessary, issuing warnings/citations, and/or making arrests as warranted. Responds to and investigates traffic accidents, including assessing extent of injuries, calling for emergency medical assistance, administering first aid and/or CPR, photographing/video taping and measuring accident scenes, taking statements from victims and witnesses, directing removal of damaged vehicles and ensuring area is clear. Periodically assists with accident victims, providing emergency medical care, and lifting victims onto stretchers and into medical vehicles as needed. Directs vehicular and pedestrian traffic when congestion occurs or as assigned. Participates in formal investigation of crimes, including searching crime scenes, collecting, preserving and protecting evidence according to prescribed procedures, and interviewing victims and witnesses. Conducts legal searches of persons and property with and without a warrant. Transports individuals detained by the City to appropriate courts, detention and/or medical facilities. Enters and retrieves data on computer, preparing and submitting required reports and documents according to department guidelines. Serves various legal documents, including summonses, court orders, and notices of hearings; returns documents to appropriate officials and courts. Periodically testifies in court as required. Maintains appearance and serviceability of assigned vehicles, uniforms, equipment, and weapons. May be given special assignments, such as public speaking engagements, presenting programs in local schools, or providing police escorts. Attends prescribed in-service and/or training programs for certification in specialized law enforcement areas as assigned or required. Periodically trains and/or assists new Patrol Officers as assigned. Performs related duties as assigned.

**JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy (ILEA). Ability to meet all departmental hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace. Ability to qualify by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board. Working knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the department and civil, criminal and juvenile justice systems. Working knowledge of city geography and radio frequencies, codes, procedures and limitations. Working knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations and take authoritative action as needed. Working knowledge of and ability to use and properly maintain all assigned uniforms, equipment and weapons. May serve on or coordinate specialized law enforcement teams, such as SWAT tactical teams, dive team, and/or K-9, including training, deploying and caring for dogs. May be given special assignments, such as public speaking engagements, presenting programs in local schools, or providing police escorts. Working knowledge of standard practices and procedures in administering first aid and CPR. Working knowledge of universal health precautions and dangers of bloodborne pathogens, and ability to apply such knowledge in the field to protect oneself against infection. Working knowledge of photography and taking latent prints, and ability to appropriately receive, maintain and account for articles received in evidence. Working knowledge of standard English grammar. Ability to maintain confidentiality of department information and reports as required. Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims. Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations, de-escalate volatile situations by means of conversation / negotiation, and make arrests using appropriate physical force as situations demand. Ability to effectively listen, comprehend and communicate with co-workers, suspects/offenders, court personnel, other law enforcement agencies, crime/accident victims and witnesses, by radio, telephone, in person and/or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and perform duties despite the stress of potential personal injuries and loss of life. Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed. Ability to obey all written and oral orders and directives from superior officers, and work alone and with others in a team environment with minimum direct supervision. Ability to comply with all employer and department policies/SOP's and work rules, including but not limited to attendance, safety, and apply OSHA safety regulations applicable to work performed, drug-free workplace, and personal conduct.

**LICENSE / CERTIFICATION NEEDED:**

Certification or ability to be certified by the Indiana Law Enforcement Academy along with additional credited hours needed to keep up certification. Possession of a current valid Indiana driver's license and demonstrated safe driving record required. Must pass a pre-employment drug and or alcohol test and adhere to policy. Ability to qualify annually by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.